



**Job Announcement**  
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<b>Opening Date:</b>	March 26, 2015	<b>Closing Date:</b>	April 2, 2015
<b>Job Title:</b>	Judiciary Clerk II – Civil Assistant, Civil Law and Equity	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059959	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Prince George's County Upper Marlboro, Maryland	<b>Grade/Salary Range:</b>	J06 \$30,761 - \$34,447 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

**Essential Functions:** Processes and maintains civil cases by reviewing and determining case type; uses a computer keyboard to input docket information; prepares and issues appropriate summonses, notices or writs; calculates and collects fees; and handles the collection, review and docketing of case file documents prior to and following court hearings. Assists the public and attorneys by providing information about the status of the cases and Clerk's Office procedures. Performs all other related functions of the civil assistant position.

**Education:** High School Diploma or GED.

**Experience:** Minimum of one year of related experience.

**Skills/Abilities:** Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to learn and apply relevant job-related terminology, rules, regulations and procedures in order to define problems, collect data, establish facts, and draw valid conclusions and accurately complete forms and documents. Ability to review comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a personal computer. An assessment will be administered to determine proficiency in typing and data entry skills. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

**Circuit Court for Prince George's County  
Courthouse  
14735 Main Street, Room D1015  
Upper Marlboro, MD 20772-9987  
ATTN: Hon. Sydney Harrison, Clerk of Court**

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**